



## **APPLICATION REQUIREMENTS FOR OBTAINING OCCUPATIONAL LICENSES**

### **MANUFACTURED HOME/MULTI-UNIT MANUFACTURED HOUSING/MOBILEHOME/COMMERCIAL MODULAR DEALER (NEW AND USED)**

The following forms and items are required to be submitted with the fees indicated:

1. Occupational License Application for Manufactured Home/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers, Part A (Form HCD-OL 12).
2. Occupational License Application for Manufactured Home/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers and Salespersons, Part B (Form HCD OL 29) for each person of the ownership structure shown on Part A as participating as indicated with an "X" in Column A. SEE NOTE #1.
3. Occupational License Application for Manufactured Home/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers, Part C (Form HCD OL 21) for each established place of business.
4. Occupational License Application for Manufactured Home/Mobilehome/Commercial Modular Dealers, Part D (Form HCD OL 50).
5. Certificate of Appointment (Form HCD OL 28).
6. Articles of Incorporation for corporations or Articles of Organization for Limited Liability Companies (LLC) and proof of valid status with the California Secretary of State.
7. One (1) photograph showing the exterior of the office at each established place of business. SEE NOTE #2.
8. One properly completed Live Scan form (Form HCD OL 8016) for each person of the ownership structure shown on Part A as participating in the direction, control and/or management of the sales operations of the business, unless exempt. Applicants must pay the live scan operator directly for scanning their fingerprints. SEE NOTE #3.
9. Two (2) full facial photographs of each person of the ownership structure shown on Part A as participating in the direction, control or management of the sales operations of the business, minimum size 1¼" x 1" taken from a maximum distance of six (6) feet.
10. Proof (examination receipt) that each person of the ownership structure shown on Part A as participating in the direction, control and/or management of the sales operations of the business has successfully completed the Manufactured Home/Mobilehome or Commercial Modular Dealer Examination within six (6) months prior to the application date. SEE NOTES #4, #5 AND #6.
11. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD Form-1) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States. This requirement applies only to persons applying for a license as a sole or individual owner on or after April 6, 1998, who has not previously complied with this requirement.
12. A letter of authorization from each manufacturer indicating its approval to sell manufactured homes, mobilehomes or commercial modulars at your place of business address. (Not required of dealers selling only used manufactured homes, mobilehomes or commercial modulars).
13. A sample of your sales documents, such as Purchase Orders, Conditional Sales Contracts, Security Agreements and Receipts for Deposit, used for the sales of manufactured homes, mobilehomes and/or commercial modulars.
14. A list of all names, home addresses and license numbers of all salespersons and managing employees to be employed at each established place of business.
15. License application fee of \$1164 for each established place of business. The license term is for two (2) years. SEE NOTE #7.
16. Manufactured Home Recovery Fund fee, pursuant to Health and Safety Code Section 18070; \$250 for the principal place of business and \$100 for each secondary location.
17. Applicant verification fee of \$13 for persons applying for a license as an individual owner, who have not previously paid this onetime fee.

MANUFACTURED HOME/MULTI-UNIT MANUFACTURED HOUSING/MOBILEHOME/COMMERCIAL MODULAR  
MANUFACTURER OR DISTRIBUTOR

The following forms and items are required to be submitted with the fees indicated:

1. Occupational License Application for Manufactured Home/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers, Part A (Form HCD OL 12).
2. Occupational License Application for Manufactured Home/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers and Salespersons Part B (Form HCD OL 29) for each person of the ownership structure shown on Part A as participating as indicated with an "X" in Column A. SEE NOTE #1.
3. Occupational License Application for Manufactured Home/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers, Part C (Form HCD OL 21) for each established place of business.
4. Articles of Incorporation for corporations or Articles of Organization for Limited Liability Companies (LLC) and proof of valid status with the California Secretary of State.
5. One (1) photograph showing the exterior of the office at each established place of business. For Manufacturers, also submit one (1) photograph showing the manufacturing area. SEE NOTE #2.
6. One properly completed Live Scan form (Form HCD OL 8016) for each person of the ownership structure shown on Part A. Applicants must pay the live scan operator directly for scanning their fingerprints, unless exempt. SEE NOTE #3.
7. Two (2) full facial photographs of each person of the ownership structure shown on Part A, minimum size 1¼" x 1" taken from a maximum distance of six (6) feet.
8. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD Form-1) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States. This requirement applies only to persons applying for a license as a sole or individual owner; on or after April 6, 1998, who have not previously complied with this requirement.
9. A list of model or brand names to be manufactured or distributed.
10. An explanation of the serial number configurations to be assigned to manufactured homes, mobilehomes or commercial modulares.
11. For Distributors only: A list of the names, addresses, brands and models of each manufacturer whose lines will be distributed.
12. License Application fee of \$1164 for each established place of business. The license term is for two (2) years. SEE NOTE #7.
13. Applicant verification fee of \$13 for persons applying for a license as an individual owner, who have not previously paid this onetime fee.

NOTES:

1. If the applicant is a partnership, corporation or limited liability company (LLC), disclose the names and titles of all controlling partners, stockholders, directors, members, general managers and officers who are permitted to direct, control or manage the manufacturing or sales operations of the business.
2. Health and Safety Code Section 18045.5 requires that a Dealer's or Distributor's established place of business must have an office located in the State of California. A manufacturer's established place of business must have an office and a manufacturing area situated on the same property. NOTE: Offices and manufacturing areas must comply with the requirements of California Code of Regulations, Title 25, Chapter 4.
3. HCD offices are not equipped to take fingerprints. Only California Department of Justice (DOJ) approved live scan facilities may be used. See DOJ's website for approved facilities at <http://ag.ca.gov/fingerprints/publications/contact.htm>. If there are no live scan facilities available in your area or for out of state applicants, please contact us at (916) 323-9803 for directions and fingerprint cards.
4. Examination Fee: The fee is \$110 for each examination taken.
5. Examination Exemption: If no partner of a partnership; or no officer/director of a corporation; or no manager/member of a LLC participates in the direction, control or management of the sales operation of the business, or acts in the capacity of a manufactured home, mobilehome or commercial modular salesperson, the corporation, partnership, or LLC shall designate and maintain a responsible managing employee who is a licensed manufactured home, mobilehome or commercial modular salesperson and who shall be required to successfully complete the appropriate dealer examination.
6. Preliminary Education Requirement: Every person applying to HCD for the manufactured home or mobilehome dealer or salesperson examination must have first attended an HCD approved six (6) hour preliminary education course, except as provided in CCR Section 5302.
7. When adding a secondary location contact us at (916) 323-9803 for appropriate forms and fees.
8. Our forms are currently being updated to reflect changes in fees. The fees listed on this form are the most current.